**VISTA Assignment Description (VAD) Template**

**VAD Elements:**

**Goal of the project:**

**The long-term aim of the project.**

* Reflects the project’s poverty mission
* Summarizes a set of outcomes
* Addresses sustainability
* Provides context
* Is realistic, given the time frame
* The goal needs statement needs to be very clear that the VISTA Member will be working to build a sustainable program that will move people out of poverty.

(Sample Goal Language)

The (service position title) VISTA Member will build the capacity of (project or sub-site) by developing and implementing (capacity building activity) for (low-income service recipients/poverty mission of the project) in (city/county), KY. As a result of the VISTA Member’s service, (outcomes from focus area) and (capacity building outcome).

**Objective of the assignment:**

**Concrete attainments that can be achieved by following a certain number of steps. Each Objective should include completion dates. The objectives should bridge between your goal statement and the VISTA activities.**

*First objective of this assignment, written in a sentence or two.*

* Aligns with the goal statement
* Articulates what the VISTA will achieve
* Describes something you can measure
* Includes a realistic completion date (short term or medium term)

**Member activities:**

Member activities should answer the questions: *How will that happen?* *How will the VISTA Member accomplish the objective? What is the focus of VISTA activities for this site and this capacity goal during the proposed project year?*

**The steps to be followed to attain the stated objective.**

* *Activity 1 that will contribute to accomplishing the first objective.*
	+ *Smaller element that’s part of the first activity.*
	+ *Another element of the activity.*
* Outline specific steps to achieve objective
* Mirror project’s performance measures
* Reflect the skills/competencies a VISTA member would need to complete the activities
* Focus on capacity building
* Are not direct service
* *Activity 2.*

**Suggested** **action verbs to use:**

Analyze Assess Build Collect Communicate

Compile Create Develop Engage In Ensure

Establish Evaluate Generate Identify Implement

Launch Market Plan Present Promote

Recruit Refine Research Secure Update

**Additional guidance:**

* The VAD is both a position description that should be used during the recruitment of your members and a work plan that should be used to assess their performance.
* The VAD takes the milestones/performance measures you’ve identified in your project application and translates them into a realistic set of activities.
* And finally, the VAD is a road map, a tool your members will use throughout their service term to achieve the overall goals of the project.

**VISTA Assignment Description (VAD)**

|  |
| --- |
| **Title:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(VISTA must be in the title)*(i.e. VISTA Community Engagement Coordinator)*  |
| **Sponsoring Organization:**  Homeless + Housing Coalition of Kentucky**Project Name:**  Homes for All VISTA**Project Number:**  16VSSKY001 |
| **Site Name:**  |
| **Focus Area:** Economic Opportunity  |

|  |
| --- |
| **VISTA Assignment Objectives and Member Activities** |
| **Goal of the Project:**    |
| **Objective of the Assignment MM/DD/YY – MM/DD/YY (*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*** |
| **Member Activities:**1. First activity that will contribute to accomplishing the first objective.
 |
| * 1. Smaller element that is part of the first activity.
 |
| * 1. Another element of the activity.
 |
| 1. Activity 2
 |
| * 1. Smaller element that is part of the second activity.
 |
| * 1. Another element of the activity.
 |
| 1. Activity 3
 |
| * 1. Smaller element that is part of the third activity.
 |
| * 1. Another element of the activity.
 |
| **Objective of the Assignment MM/DD/YY – MM/DD/YY (*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*** |
| Member Activities:1. First activity that will contribute to accomplishing the first objective.
 |
| * 1. Smaller element that is part of the first activity.
 |
| * 1. Another element of the activity.
 |
| 1. Activity 2
 |
| * 1. Smaller element that is part of the second activity.
 |
| * 1. Another element of the activity.
 |
| 1. Activity 3
 |
| * 1. Smaller element that is part of the third activity.
 |
| * 1. Another element of the activity.
 |

|  |
| --- |
| **Objective of the Assignment MM/DD/YY – MM/DD/YY (*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*** |
| **Member Activities:**1. First activity that will contribute to accomplishing the first objective.
 |
| * 1. Smaller element that is part of the first activity.
 |
| * 1. Another element of the activity.
 |
| 1. Activity 2
 |
| * 1. Smaller element that is part of the second activity.
 |
| * 1. Another element of the activity.
 |
| 1. Activity 3
 |
| * 1. Smaller element that is part of the third activity.
 |
| * 1. Another element of the activity.

 |